



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
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### **DIVISION MEMORANDUM**

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TO: Elementary and Secondary School Principals  
*Balingasag CS*  
*Jasaan CS*  
*VN Chavez MCS*  
*Alubijid NCHS*  
*Misamis Oriental General Comprehensive HS*  
*Opol National Secondary Technical School*  
*Cabalantian NHS*

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

SUBJECT: Submission of FY 2014 Approved Work and Financial Plan for Schools  
Implementing Special Curricular Programs

DATE: June 11, 2014

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Please be informed that as per DepEd Order No. 15 s.2914 entitled "FY 2014 Guidelines on the Utilization of Financial Assistance to Schools Implementing Special Curricular Programs" all recipient schools of subsidies are required to submit a Work and Financial Plan (WFP) to be submitted to Division Office for appraisal, confirmation and acceptance prior to downloading of funds.

Furthermore, the required WFP shall be prepared and encoded using the prescribed excel template to be downloaded at [www.depedmisor.net/budget](http://www.depedmisor.net/budget). The accomplished electronic copy of WFP shall then be forwarded to [edwin.gamorot@deped.gov.ph](mailto:edwin.gamorot@deped.gov.ph) on or before June 13, 2014 in preparation for the Project Management Information System (PMIS) rollout.

For your guidance and reference, a sample accomplished WFP is hereby provided. Please be reminded that each recipient school shall prepare a separate WFP for every subsidy received (i.e. a recipient school with two subsidies shall prepare two separate WFPs).

For strict compliance.

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